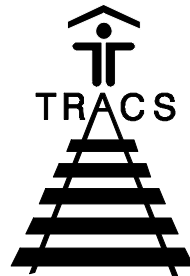

Tenant Rental Assistance Certification System



PC SprintMail Electronic Information Packet

General Information
for Owners, Agents,
State Housing Finance Agencies
Transmitting HUD-50059 Data Electronically



May 5, 1997

Introduction

PC SprintMail is a software package that enables you to connect your personal computer to the SprintMail host when the software is installed on a computer connected to telephone lines. SprintMail host is a computer-based electronic messaging and information distribution service.

This software package is the communication link between TRACS and the users. Recipients can use this software to transmit HUD-50059 data files electronically to TRACS. TRACS will use this software to acknowledge the receipt of transmissions and to relay any errors encountered in processing.

This documentation presents a streamlined method for installing, transmitting, and receiving HUD-50059 data files to/from TRACS, using PC SprintMail.

THIS INFORMATION PACKET AND THE ENCLOSED SOFTWARE IS PROVIDED TO YOU FREE OF CHARGE FOR THE SOLE PURPOSE OF TRANSMITTING AND RECEIVING HUD-50059 DATA FILES ELECTRONICALLY TO/FROM TRACS. TRACS WILL NOT BE RESPONSIBLE FOR TRANSMISSION COSTS INCURRED FOR USE OF THIS SOFTWARE FOR ANY OTHER PURPOSE.

HARDWARE REQUIREMENTS

Before you begin the installation process, make sure your PC meets the following requirements:

COMPUTER	PC SprintMail requires an IBM PC, XT, AT, 386, 486, or PS/2 (or compatible) computer connected to telephone lines.
MONITOR	The monitor may be monochrome or color and you can use a CGA, VGA, or EGA or monochrome display adapter.
HARD DRIVE	Your computer must have a minimum of 400K bytes of available RAM. Approximately 2.5 megabytes of free space on the disk is required to install the PC SprintMail programs.
MODEM	You may use either an internal or external modem. PC SprintMail is pre-configured for a Hayes Smartmodem (or compatible). If you have a different type of modem, you can indicate this when you configure your system.
PRINTER	The printer must be able to print at least 80 characters per line and must have a form feed feature to start new pages. Although PC SprintMail is pre-configured for a parallel printer interface (LPT1, LPT2, or LPT3), you can reconfigure your system to use a serial printer.

If you cannot readily determine whether your PC meets these requirements, please contact your agency's PC Support Staff or contact the TRACS Hotline for assistance at 1-800-767-7588, Monday - Friday, between 8 a.m. and 8 p.m. eastern time.

If you are planning to install PC SprintMail on a Local Area Network (LAN), please contact your LAN Administrator for assistance installing PC SprintMail. LANS supported are: Asynchronous, 3COM/XNSBAPI, Ungermann-Bass, Eicon X.25, Novell NCSI/NASI, Banyan INT 14h, and BIOS INT 14h.

SOFTWARE REQUIREMENTS

To use PC SprintMail, your computer must have PC-DOS or MS-DOS version 2.1 or later.

IF YOUR PC DOES NOT MEET THE HARDWARE AND SOFTWARE REQUIREMENTS SPECIFIED ABOVE, ELECTRONIC PARTICIPATION IS NOT AVAILABLE FOR YOUR AGENCY.

CONFIGURATION INFORMATION

Before configuring PC SprintMail, obtain the information below from the manuals that came with your computer, printer, modem, or consult the person who set up your hardware, or the person who sold it to you.

PRINTER PORT: LPT1 LPT2 LPT3

COMMUNICATIONS PORT: COM1 COM2 COM3 COM4 NETWORK

SPRINTMAIL USER NAME: **TRACS** _ _ _ _ (Reference User Name on page 4)

YOUR INITIAL PASSWORD: **TRACS**

YOUR NEW PASSWORD: Between 6-8 characters assigned by you _____

MAIL SERVICE NAME: This will always be **C FTSMAIL,HUD.TRACS.F87,F87AAA**

LOCAL ACCESS PHONE NUMBER: _____
(Reference Access Number on page 4)

BAUD RATE for your modem 110 300 1200 2400 4800 9600

YOUR AREA CODE: _____

FIRST THREE DIGITS OF YOUR TELEPHONE NUMBER (not area code): _____

INSTALLATION OF PC SPRINTMAIL SOFTWARE

The following procedure explains how to install PC SprintMail on a computer with a hard disk drive; typically designated as Drive C.

The installation instructions will be presented as though you are using diskette drive A: installing on hard drive C:

- Insert the PC SprintMail Install Disk (1 of 4) in diskette drive A.
- At the C> prompt, type **A:** and **press enter**.
- For PCs with Color Monitors: type **install** at the A:> prompt, and **press enter**.

For PCs with Monochrome Monitors: type **install/m** at the A:> prompt, and **press enter**.

- After a brief copyright statement, the Software Installation Path screen will appear. The default path for PC SprintMail will be C:/SPRMAIL; the subdirectories and data files will be installed in that path. If you want to load the PC SprintMail files on another drive or use another path, type over the current information on this screen.

When the screen shows the correct drive and path, press **[F2]** to continue.

- An information box will display the diskette drive and file name of each file being copied and the diskette drive and file name of each new file being created. The percentage of the files installed will be displayed in the box also.
- When the next diskette is required, the computer will prompt you to remove the diskette in the drive and insert the requested diskette. Press **[F2]** or enter to continue the installation. Repeat this process until all files are copied. Upon completion, a short message indicating installation is complete will be displayed.

STARTING PC SPRINTMAIL

- Type **SM** at the root directory and press **enter** to begin PC SprintMail. The first time you access PC SprintMail you will go directly into the Configuration Menu. Subsequent access to PC SprintMail will go directly to the PC SprintMail Main Menu.

CONFIGURATION MENU

After installation is complete you must configure PC SprintMail according to the configuration information previously requested on page 2. You only need to provide this information once, unless your equipment changes. Below are the steps necessary to configure the PC SprintMail software:

- From the Configuration Menu, press **[F3]** to bring up the SprintMail Information screen.
- Enter the below information that TRACS requires:

SprintMail User name - Your user name is TRACS followed by a five digit number assigned to only you. Your user name is printed on the address label attached to the back of this packet (example: TRACS00001).

Initial Password - Type **TRACS**, you will also be required to re-enter this password for confirmation.

Mail address - Type **C FTSMail,HUD.TRACS.F87,F87AAA** (must be exactly as shown and will never change).

Access Number - Local telephone number that PC SprintMail calls to connect to SprintMail on the host. If your telephone system requires an asterisk (*) or a 9 before dialing out, include it in the access number followed by a comma. If a local number is not available, use 1-800-546-2500, include the dashes between the numbers.

Communications Port - Specifies the communications port that PC SprintMail uses to transmit data. Use the [spacebar] to scroll through the communication port options. This option varies depending on the Communications Device Type selected.

Baud Rate - Defines the rate at which your modem transmits data to SprintNet. The choices are 110, 300, 1200, 2400, 4800, 9600, and 19200.

800 Watts Access Area Code - Defines your local access area code and telephone number. Enter your **Area Code**, followed by a **comma**, followed by the **first three digits of your telephone number**.

- Once the required data is entered, press **[F10]** to exit the SprintMail Information Screen.
- Press **[F10]** again, to exit the Configuration Menu.

REGISTRATION

The first time you execute SprintMail, a registration screen will appear. This will allow you to receive additional publications from Sprint. There is no way to bypass this screen, you must **supply contact information**. However, if you do not wish to receive the additional publications, type **N** in the PC SprintMail Notices field. This information will be sent as a message to Sprint with your first transmission.

- Press **[F2]** to save the contact information.

PASSWORD SCREEN

Whenever you start PC SprintMail you will be prompted to enter a password. The initial password you should enter is **TRACS**; after that you will be prompted to enter a new password as defined on the configuration menu on page 4.

PC SPRINTMAIL MAIN MENU

This menu is the starting point for all electronic mail activities. It lists the categories of tasks you can perform using PC SprintMail. Online assistance is available by pressing the [F1] - Help key throughout the software.

CONFIGURING THE ADDRESS BOOK

The address book allows you to store frequently used recipient's addresses. For transmission to TRACS, this process only needs to be performed once.

- From the PC SprintMail Main Menu, press **[F4]** to Compose Message
- From the Compose Messages Menu, press **[F5]** for the Address Book Maintenance Menu
- Notice will appear indicating "NO ADDRESS IN ADDRESS BOOK", press **enter**
- Enter the following information for submission to TRACS

Nickname - Type **TRACS**

Electronic Mail Address - Type **TRACS.NCS**

If you wish to have SprintMail issue you an acknowledgement when your data is picked up by TRACS, enter **TRACS.NCS(REC)** instead of TRACS.NCS

- Press **[F2]** to save the address book entry
- Press **[F10]** to Exit the Address book option
- Press **[F10]** again to Exit the Address book Maintenance file
- Press **[F10]** again to Exit the Compose Messages Menu

PREPARING DATA TO SEND

This option retrieves the TRACS address from the Address Book and attaches it onto a copy of your MAT data file. (Reference your HUD-50059 Information Packet for MAT data file format information).

- From the PC SprintMail Main Menu, press **[F4]** to Compose Message
- From the Compose Messages menu, press **[F2]** to create a SprintMail message (Do not enter anything here).
- Press **[F4]** to retrieve TRACS address from Address book
- Using the arrow keys move the highlighted bar down to the **TRACS** address and press **[F2]** to retrieve the TRACS.NCS address.

- Press **[F2]** then **[F4]** to merge a text file.
Enter Drive, Path, and name of your MAT data file
- Press **[F2]** to display the first page of the selected MAT file
- If this is the correct file to send to TRACS, enter **Y** for confirmation
The Compose Filing Options Menu will appear
- Press **[F2]** to move the message/file into the Out Box
- Press **[F10]** to Exit the Compose Messages Option

SENDING AND RECEIVING DATA

This option allows you to connect to the SprintMail host for transmission and receipt of your data through the phone lines.

- From the PC SprintMail Main Menu, press **[F2]** to Connect to the SprintMail Host Menu
- From the SprintMail Host Menu, press **[F3]**-Auto Send Now, **[F4]**-Auto Receive Now, or **[F5]** to auto send or receive now

If you select **[F3]** - Auto Send now option, PC SprintMail automatically sends messages that are in your OUT BOX.

If you select **[F4]** - Auto Receive now option, PC SprintMail automatically receives messages from your mailbox into your IN BOX.

If you select **[F5]** - Auto Send and Receive now option, both procedures listed above will be performed.

- After choosing one of the above options the system will dial into the SprintMail host

The first time you try to access the SprintMail host you will receive a message indicating that your current password is no longer valid and that you must change it.

- Enter current password: **TRACS**
- Enter new password:_____ (New Password you assigned on page 2)
- Re-enter your new password: ____

The system will dial into the SprintMail host and data will be transferred. At the end of the transmission, you will be returned to the password screen.

- Enter current password: **TRACS** to return to the PC SprintMail Main Menu
- From the PC SprintMail Main Menu, press **[F9]** to enter the Configuration Menu
- From the Configuration Menu, press **[F3]** to bring up the SprintMail Information screen.
- Enter new password:_____ (New Password you assigned on page 2)
- Re-enter your new password: ____

FROM THIS POINT ON YOU WILL NO LONGER USE THE PASSWORD "TRACS" YOU WILL USE THE NEW PASSWORD YOU ASSIGNED.

SPRINT ONLY RETAINS FILES ON THE SPRINTMAIL SYSTEM FOR THREE CALENDAR DAYS. YOU MUST CONNECT AND COPY THE DATA FILES FROM THE SYSTEM WITHIN THREE CALENDAR DAYS OR THE DATA WILL BE ERASED BY SPRINT.

COPYING RECEIVED DATA TO A FILE

This option allows you copy messages/files from your IN Box sent from TRACS through the SprintMail host into a local file on your personal computer.

Users should always retain a backup copy of all files transmitted to TRACS and they should also define an internal schedule for transmissions (daily, weekly, monthly).

- From the PC SprintMail Main Menu, press **[F5]** to access the Electronic Filing System Menu
 - From the Electronic Filing System Menu, press **[F2]** to copy the messages/files from the in box
-

- Move the cursor to the message you wish to copy (usually there will be only one message)
- Type **C** to copy the file
- Press **[F7]** Archive File option to specify the destination of the message/file on your computer

Enter the drive, path and name of the file you want the message/file copied to

- Press **[F2]** to continue
- To purge the message/file from the PC SprintMail, enter **G** (This will purge the copy in your mailbox, but will not affect the copy on your local drive).
- Type **Y** for confirmation
- Type **E** to exit to the Electronic Filing System Menu
- Press **[F10]** to return to the PC SprintMail Main Menu

STATUS LOG MENU

The PC SprintMail system includes a Status Log that tracks the messages sent and received and the actions that take place on your system. Users should use this tool to verify that a message was sent correctly or to determine why a message was not transmitted.

- Press **[F6]** from the PC SprintMail Main Menu
 - Press **[F2]** to view the Status Log
- If you would like to a printout of the status log press **[F4]**
- Press **[F10]** to return to the PC SprintMail Main Menu
-

PURGING THE STATUS LOG

As you transmit data, the Status Log continually grows. Periodic deletion of the Status Log should be conducted as follows:

- Press **[F6]** from the PC SprintMail Main Menu
- Press **[F9]** from the Status Log Menu to purge the status log
- Type **Y** to confirm the purge of the status log
- Press **[F10]** to return to the PC SprintMail Main Menu

PERIODIC CLEANUP OF OUT BOX

This option allows you delete data that was placed in the out box by mistake before it is transmitted to TRACS.

- From the PC SprintMail Main Menu, press **[F5]** to access the Electronic Filing System Menu
- From the Electronic Filing System Menu , press **[F8]** to retrieve the Box Utilities Menu
- Press **[F3]** to scan for messages/files in the out box
- Using the arrow keys select the message(s) to be purged by highlighting and pressing the [spacebar] a small check mark will appear to the left of the messages to be deleted
- Type **I** to delete selected messages/files
- Type **Y** for confirmation
- Press **[F10]** to exit the Box Utilities Menu
- Press **[F10]** to return to the PC SprintMail Main Menu

How to Determine Nearest Access Number

To determine the telephone number of the Sprintnet Access Center nearest to your location, call Sprint's "Automated Access Number Delivery System."

From your voice telephone, dial:

1-800-473-7983

Follow the voice prompts to derive the nearest telephone number.

NOTE: Always consult your local telephone company concerning your location and whether additional local or long distance charges apply when dialing the SprintNet Access Center.